



VACANCY ANNOUNCEMENT

U.S. EMBASSY, TBILISI, GEORGIA

No.: 50/15

OPEN TO: All Interested Candidates / All Sources

POSITION: Driver, FSN-3; FP-BB*

OPENING DATE: December 10, 2015

CLOSING DATE: December 24, 2015

WORK HOURS: **Intermittent (When Actually Employed)**
(A "When Actually Employed" (WAE) work schedule is used for an employee without a regular tour of duty or established, regularly-scheduled workweek, on an as needed basis determined by the supervisor).

SALARY: Ordinarily Resident (OR): FSN-3; GEL 13.25 per hour (Gross)

Not-Ordinarily Resident (NOR): FP-BB*; USD 10.70 per hour

*Final grade/step for NORs will be determined by Washington.

All applicants MUST submit a Universal Application for Employment (form DS-174) for consideration. CV's, resumes or any other form will not be accepted. All documents must be submitted in PDF format. All ordinarily resident (OR) applicants (see Appendix A for definition) must have the required work and/or residency permit to be eligible for consideration.

NOTE: Please read the announcement carefully. Only candidates selected for a language test or interview will be contacted. All applicants must indicate the names of any family members related by blood or marriage who are working for the U.S. Embassy in Tbilisi, or for any other U.S. Government entity in section 17 of the DS-174 application form. This includes brothers, sisters, parents, children, cousins, aunts, uncles, in-laws by marriage – any family connection at all. If there are no family members or relatives, they must clearly state this in their application. Without this information the application will not be considered.

The U.S. Mission in Tbilisi, Georgia is seeking eligible and qualified applicants for the position of Driver (WAE). Candidates selected for full-time, permanent employment will receive a benefit package which includes medical insurance, vacation leave, sick leave and other benefits.

BASIC FUNCTION OF POSITION

Provides professional and courteous vehicle transportation to Embassy personnel, dependents, and visitors within Georgia; arranges and provides delivery of diplomatic pouches, cargo, and packages to and from assigned destinations within Georgia; hand-delivers letters, packages, and invitations; Ensures that assigned vehicle is in a road-worthy condition based on Department of State (DOS) guidance.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- 1. EDUCATION:** Completion of secondary schooling is required.
- 2. EXPERIENCE:** Three years of driving experience with international or non-governmental organizations, or other fleet-driving experience (e.g. DHL, FEDEX, 511 Taxi, Transcom) is required;
- 3. LANGUAGE:** Level 2 (Limited) Speaking/Reading/Writing of English is required. (This will be tested.)
Level 3 (Good Working Knowledge) Speaking/Reading/Writing of Georgian is required. (This may be tested.)
- 4. SKILLS AND ABILITIES:** Must have local driver's license category B. Copy of both pages of driving license's (readable version) must be attached. Driver's license category D must be obtained during the first six (6) months of employment.
- 5. JOB KNOWLEDGE:** Knowledge of Tbilisi streets and Georgian traffic laws is required; elementary knowledge of Microsoft Outlook and Word programs is required.

SELECTION PROCESS:

When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application. Applicants who include any inaccurate or falsified information in their application materials may be subject to non-consideration or dismissal if employed.

HIRING PREFERENCE ORDER:

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM OR a preference-eligible U.S. Veteran
- (3) FS on LWOP

ADDITIONAL SELECTION CRITERIA:

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.

3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold a local security clearance.

HOW TO APPLY:

Applicants must submit the following documents to be considered:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website: <http://georgia.usembassy.gov/about-us/employment-opportunities-tenders2.html>
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, driver's license, etc.). Certifications of required educational degrees are mandatory.
3. All applicants must indicate the names of any family members related by blood or marriage who are working for the U.S. Embassy in Tbilisi, or for any other U.S. Government entity in section 17 of the DS-174 application form. This includes brothers, sisters, parents, children, cousins, aunts, uncles, in-laws by marriage – any family connection at all. If there are no family members or relatives, they must clearly state this in their application.

IMPORTANT: Applicants claiming a U.S. Veteran's preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).

WHERE TO APPLY:

All documents **MUST** be e-mailed in PDF format to HROTBilisi@state.gov. No other formats will be accepted.

Applicants without Internet access may mail hard copy applications to:

U.S. Embassy, Tbilisi
11 George Balanchine St.
Tbilisi, Georgia 0131
ATTN: HR Office

Note:

1. All applications must have the Position Title and Vacancy Announcement Number identified under the paragraph 1 and 3.
2. Please apply on-line using the HROTBilisi@state.gov email address. This is the preferred means of applying for a position with the American Embassy. Please go to our website for additional information, including current openings and Application Requirements for applying to the American Embassy in Tbilisi: <http://georgia.usembassy.gov/about-us/employment-opportunities-tenders2.html>
3. All applications must be for a specific advertised position. Applications previously submitted for a different position will not be considered for future vacancies.

EQUAL EMPLOYMENT OPPORTUNITY:

The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A - DEFINITIONS

Eligible Family Member (EFM): An EFM for employment purposes is defined as an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee’s post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.